

**Charity number: 1089306**

**FRIENDS OF SUSSEX HOSPICES**  
**TRUSTEES' REPORT AND UNAUDITED**  
**FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED**  
**31 MARCH 2022**

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**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY,  
ITS TRUSTEES AND ADVISERS  
FOR THE YEAR ENDED 31 MARCH 2022**

<b>Trustees</b>	Dr David Scott, Chairman Christine Field Helen Searle Daphne Slator (Retired 5 <sup>th</sup> September 2022) Christopher Stebbing, Treasurer Marion Shepherd DL (Retired 13 December 2021) Simon Baer (Appointed 19 <sup>th</sup> August 2022) Andrew Hicks (Appointed 19 <sup>th</sup> August 2022) Chantal Wilson (Appointed 14 <sup>th</sup> October 2022)
<b>Charity number</b>	1089306
<b>Principal office</b>	The Granary, Cornfords Yard, High Street, Uckfield, East Sussex, TN22 1RJ
<b>Independent Examiner</b>	Lucy Hammond 57 Hillview Crescent East Preston West Sussex BN16 1RG
<b>Bankers</b>	CAF Bank Limited Kings Hill West Malling Kent ME19 4TA  Metro Bank PLC One Southampton Row London WC1B 5HA

## **TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2022**

The Trustees present their annual report together with the financial statements of Friends of Sussex Hospices (the charity) for the year ended 31 March 2022. The Trustees confirm that the Annual Report and financial statements of the charity comply with the current statutory requirements, the requirements of the charity's governing document and the provisions of the Accounting and Reporting by Charities: Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (as amended for accounting periods commencing 1 January 2019).

### **Structure, governance, and management**

#### **a. Constitution**

The management of the charity is the responsibility of the Trustees who are elected and co-opted under the terms of the Declaration of Trust, which was adopted in August 2001 and amended in June 2012.

#### **b. Method of appointment or election of Trustees**

The charity's constitution requires at least three trustees. Upon the resignation of any of the current trustees, the remaining trustees will invite nominations for new trustees. These nominations would be voted on at a Special Meeting of the Trustees and the appointment would be made at this meeting. The charity has a succession policy ensuring the Board of Trustees has the right skills mix. The Board of Trustees maintains a skills matrix of all Trustees to identify any shortfall in desired competencies.

The Trustees of the charity meet at least four times a year to discuss all aspects and functions of the charity. Decisions regarding the charity are made by the Trustees at these meetings. The volunteers of the charity are organised through the Friends of Sussex Hospices Management Committee, which consists of members appointed to the committee with particular areas of responsibility for events and their support with a chairman appointed and approved by the Board of Trustees.

### **Objectives and Activities**

Friends of Sussex Hospices is a charity whose objects are to raise funds and invite and encourage contributions to relieve patients of hospices which treat patients in Sussex and to support the charitable work of these hospices.

In setting objectives and planning for activities, the Trustees have given due consideration to general guidance published by the Charity Commission relating to public benefit. They have also considered the Charity Governance Code; actions were noted, followed through, and will be kept under review by the Governance Committee. The Trustees embrace the challenges set down in the document.

### **Achievements and performance**

The charity through its programme of fund-raising activities during the year raised a total of incoming resources amounting to £101,809 (2021: £172,799). These included donations of £74,750 (2021: £155,783) and legacies which amounted to £5,000 (2021: £10,000).

The contribution made by all our supporters enabled £120,000 (2021: £130,000) to be distributed to the hospices during the year.

## **TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 MARCH 2022**

### **Financial review and Reserves policy**

The Trustees consider that, in order to safeguard and maintain the operation of the charity's activities, the charity's funds should be sufficient in the trustees' view to enable contractual commitments to future events to be met in full and any costs of ending current operations. As at 31 March 2022 the charity had funds of £16,200 (2021: £47,561) which in the Trustees' view exceed the necessary level required.

### **Covid-19**

Due to government restrictions to combat the Covid-19 pandemic, the Trustees decided to cancel or postpone several events. As FSH is run by volunteers, including the Trustees, the majority of its costs relate to specific events it holds and if these are cancelled or postponed only minimal costs have been incurred.

As a consequence a sizeable part of planned income (Activities for Generating Funds) will not materialise, which in turn means that our ability to make distributions to the hospices we support will be compromised.

With the continuing restrictions due to Covid-19 during 2021 the charity has again had to restrict its activities either by using an online alternative or cancelling events entirely. As FSH is run by volunteers, including the Trustees, the majority of its costs relate to specific events it holds and as these are cancelled/postponed only minimal administration costs have been incurred.

As a consequence of these decisions, it is inevitable that a sizeable part of planned income (Activities for Generating Funds) did not materialise, which in turn meant that our ability to make distributions to the Hospices we support have been restricted. However, we are confident that we have maintained sufficient reserves to see us through Covid-19 and support the initiation of events in the coming year.

### **Going Concern**

Whilst the impact of the Covid-19 pandemic has been continually assessed by the Trustees, so far as reasonably possible, due to its unprecedented impact on the economy it is difficult to evaluate with any certainty the potential outcomes on the Charity's future activities. However, taking into consideration the Charity's reserves, together with the significant decrease in costs during the pandemic, the Trustees believe that the Charity will be able to continue in operational existence for the foreseeable future, and therefore have adopted the going concern basis of accounting in preparing the financial statements.

The impact of the ongoing Covid-19 pandemic has been assessed by the Trustees, so far as it affects the activities of the charity. However, taking into consideration the Charity's reserves, its level of activities and overheads, the Trustees believe that the Charity will be able to continue in operational existence for the foreseeable future, and therefore have adopted the going concern basis of accounting in preparing the financial statements.

### **Trustees' responsibilities statement**

The Trustees are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the Trustees are required to:

## **TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 MARCH 2022**

- select suitable accounting policies and then apply them consistently.
- observe the methods and principles in the Charities SORP.
- make judgments and accounting estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping proper accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report was approved by the Trustees on 5<sup>th</sup> September 2022 and signed on their behalf by:

A handwritten signature in black ink, appearing to read 'David Scott', written in a cursive style.

Dr David Scott,  
**Chairman**

## **CHAIRMAN'S REPORT FOR THE YEAR ENDED 31 MARCH 2022**

The challenges of 2020/2021 continued throughout the year with the COVID-19 pandemic continuing to disrupt normal fundraising activities. Despite the challenges, the Friends of Sussex Hospices (FSH) continued to raise money to support the provision of hospice care in the Counties of East and West Sussex.

Following a review of the governance of the Charity and its modus operandi, the trustees decided to create a management committee, to take responsibility for the day-to-day running of the charity. The Charity is extremely grateful to Kathy Gore for taking on the role of interim head of fundraising and management and overseeing the transition.

During the year both Eddy Altenhoven and Ian Gough completed their terms as trustees and Marion Shepherd stepped down from her role as head of fundraising, as Vice-chairman of FSH and a trustee. As a longstanding trustee and Vice-chairman of FSH, the Charity is extremely grateful to Marion for her support and wise counsel. Another change to the Board of Trustees was that Christine Field stepped down as chairman in December 2021, although continued as a trustee.

The Board of Trustees met regularly during the year, mainly by videoconference, and, as COVID-19 restrictions eased allowed the resumption of some face-to-face fund-raising events. The Christmas Fair at the South of England Showground, Ardingly was well supported, and an online Mega March Hospice Quiz was again held and, although not as well supported as in the previous year, still raised approximately £3,600. The latter was again a joint venture with some of the 13 hospices who also raised funds directly from the event.

People have been kept in touch with the progress of the charity during the year by email, social media and the website.

Despite the absence of traditional fundraising for much of the time covered by this report, a total of £101,809 has been raised enabling us to distribute £120,000 to the hospices during the year. In the year ending 31 March 2021, we distributed £130,000. Over 75% of this total has come in the form of grants, donations and in memoriam contributions from individuals, groups and trusts. The corresponding figure in the previous year was 50%.

It has been another challenging year but one which has confirmed that the fundraising activities of FSH are appreciated, and its continuation is supported by the hospices and people in Sussex.

My thanks go to all my fellow trustees and all our supporters for their continued generosity and the effort which they have made to raise funds and help to secure the Charity's future.



David J Scott

Chairman of the Board of Trustees

## **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF FRIENDS OF SUSSEX HOSPICES FOR THE YEAR ENDED 31 MARCH 2022**

I report on the financial statements of the charity for the year ended 31 March 2022 which are set out on pages 7 to 11.

This report is made solely to the charity's Trustees, as a body, in accordance with section 145 of the Charities Act 2011 and regulations made under section 154 of that Act. My work has been undertaken so that I might state to the charity's Trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's Trustees as a body, for my work or for this report.

### **Respective responsibilities of Trustees and examiner**

The charity's Trustees are responsible for the preparation of the financial statements, and they consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the Act) and that an independent examination is needed.

It is my responsibility to:

- examine the financial statements under section 145 of the Act.
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Act; and
- state whether particular matters have come to my attention.

### **Basis of independent examiner's report**

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements and seeking explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the financial statements present a 'true and fair view', and the report is limited to those matters set out in the statement below.

### **Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
  - to keep accounting records in accordance with section 130 of the Act; and
  - to prepare financial statements which accord with the accounting records and comply with the accounting requirements of the Act have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

Signed:



Dated: 1 November 2022

Lucy Hammond FCA

57 Hillview Crescent  
East Preston  
West Sussex  
BN16 1RG



# STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2022

	Note	2022 £	2021 £
<b>Income on:</b>			
Incoming resources from generated funds:			
Voluntary income	2	73,637	151,876
Direct donations	2	1,113	3,907
Legacies	2	5,000	10,000
Activities for generating funds	3	22,057	6,979
Investment income	4	2	37
<b>Total incoming resources</b>		<u>101,809</u>	<u>172,799</u>
<b>Expenditure on:</b>			
Fundraising expenses and other costs	3	12,057	9,159
Distributions to hospices	5	120,000	130,000
Direct Donations	5	1,113	3,907
<b>Total resources expended</b>		<u>133,170</u>	<u>143,066</u>
<b>Movement in total funds for the year</b>			
Net surplus/(deficit) for the year	6	(31,361)	29,733
Total funds at 1 April 2021		47,561	17,828
<b>Total funds at 31 March 2022</b>		<u>16,200</u>	<u>47,561</u>

All funds are unrestricted. Income received for a specific hospice is accounted for within unrestricted funds, if all the funds received are paid over to that hospice before the Charity's year end.

The notes on pages 9 to 11 form part of these financial statements.

**BALANCE SHEET  
AS AT 31 MARCH 2022**

	<b>Note</b>	<b>2022 £</b>	<b>2021 £</b>
<b>Current assets</b>			
Cash at bank		21,286	44,933
Debtors	7	4,143	11,848
		<u>25,429</u>	<u>56,781</u>
<b>Creditors: falling due within one year</b>	8	(9,229)	(9,220)
<b>Net current assets</b>		<u>16,200</u>	<u>47,561</u>
<b>Net assets</b>		<u>16,200</u>	<u>47,561</u>
<b>Charity funds</b>			
Unrestricted funds	9	16,200	47,561
<b>Total funds</b>		<u>16,200</u>	<u>47,561</u>

The financial statements were approved by the Trustees on 5<sup>th</sup> September 2022 and signed on their behalf, by:



**David J Scott,  
Chairman**

The notes on pages 9 to 11 form part of these financial statements.

# **NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022**

## **1. Accounting policies**

### **1.1 Basis of preparation of financial statements**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (as amended for accounting periods commencing from 1 January 2019) – Charities SORP (FRS102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) and the Companies Act 2006.

The financial statements have been prepared to give a 'true and fair' view have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair' view. This departure has involved following the Charities SORP (FRS 102) published on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

Friends of Sussex Hospices meets the definition of a public benefit entity under FRS102. Assets and Liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s). There are no material uncertainties about Friends of Sussex Hospices ability to continue as a going concern.

### **1.2 Fund accounting**

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Investment income, gains and losses are allocated to the appropriate fund.

### **1.3 Incoming resources**

All incoming resources are included in the Statement of financial activities when the charity has entitlement to the funds, certainty of receipt and the amount can be measured with sufficient reliability.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

### **1.4 Resources expended**

Expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities. Where costs cannot be directly attributed to particular activities they have been allocated on a basis consistent with the use of the resources.

Fundraising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities. Governance costs are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirements.

Grants payable are charged in the year when the offer is made except in those cases where the offer is conditional, such grants being recognised as expenditure when the conditions attaching are fulfilled. Grants offered subject to conditions which have not been met at the year-end are noted as a commitment, but not accrued as expenditure.

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

### 2. Voluntary income

	2022	2021
	£	£
Donations	73,637	151,876
Direct donations (see note 5)	1,113	3,907
Legacies	<u>5,000</u>	<u>10,000</u>
	<u>79,750</u>	<u>165,783</u>

### 3. Fundraising activities

	Fundraising income	Fundraising expenditure	Surplus/ (Deficit) 2022	(Deficit) 2021
	£	£	£	£
Events and Functions	<u>22,057</u>	<u>12,057</u>	<u>10,000</u>	<u>(2,180)</u>
2021	<u>6,979</u>	<u>(9,159)</u>	<u>(2,180)</u>	

### 4. Investment income

	2022	2021
	£	£
Interest received	<u>2</u>	<u>37</u>

### 5. Distribution to hospices

	2022	2021
	£	£
Chestnut Tree House Children's Hospice	2,212	2,396
St Catherine's Hospice	13,105	14,197
St Wilfrid's Hospice - Eastbourne	17,726	19,203
Hospice in the Weald	2,751	2,980
The St. Peter and St. James Hospice	7,988	8,654
Martlets Hospice	18,056	19,561
St Michael's Hospice	19,156	20,753
Demelza Hospice Care for Children	836	906
Leo House at Home	1,199	1,299
The Sussex Snowdrop Trust	814	882
The Sussex Beacon	2,883	3,123
St Barnabas House	21,622	23,423
St Wilfrid's Hospice - Chichester	11,652	12,623
	<u>120,000</u>	<u>130,000</u>
Total	<u>120,000</u>	<u>130,000</u>

In addition, donations of £1,113 (2021 £3,907) were received for specific hospices, as part of the charity's fundraising which were passed directly to those charities.

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

### 6. Net income

During the year, no Trustees received any remuneration (2021 - £NIL).

During the year, no Trustees received any benefits in kind (2021 - £NIL).

During the year, no Trustees received any reimbursement of expenses (2021 - £NIL).

### 7. Debtors

	2022	2021
	£	£
Gift aid receivable	2,476	9,820
Prepayments	1,667	2,028
	<u>4,143</u>	<u>11,848</u>

### 8. Creditors: Amounts falling due within one year

	2022	2021
	£	£
Income in advance and accruals	9,229	9,220
	<u>9,229</u>	<u>9,220</u>

Deferred income and expenditure relate to income and expenditure for events which take place after the financial year end.

### 9. Statement of funds

	Brought Forward	Incoming Resources	Resources Expended	Carried Forward
	£	£	£	£
<b>Unrestricted funds</b>				
General funds	<u>47,561</u>	<u>101,809</u>	<u>(133,170)</u>	<u>16,200</u>

### 10. Related Parties Transactions

No transactions with related parties took place during the year (2021 – Nil).